

Office on Women's Health

Minority Women's Health Panel of Experts

Official Nomination Form

The Office on Women's Health (OWH) established the [Minority Women's Health Panel of Experts](#) in response to its 1997 conference "Bridging the Gap: Enhancing Partnerships to Improve Minority Women's Health." The panel is composed of physicians, clinicians, community advocates, and academicians who serve racially and ethnically diverse women working in communities and health settings around the country. The five major ethnic groups (African American, American Indian/Alaska Native, Asian American, Native Hawaiian and Pacific Islander, and Hispanic) are represented among the panel members, who have expertise in a variety of health issues affecting minority communities (e.g., HIV/AIDS, mental health, substance abuse, breast/cervical cancer, diabetes, heart disease).

The major focus of the panel is to ensure that the ethnic minority focus is incorporated throughout OWH programs, policies and initiatives by:

- 1) Providing input to and serving as a resource for the United States Department of Health and Human Services' (DHHS) Office on Women's Health, in support of the OWH's goals to improve the health of women and in the development of minority women's health initiatives, and
- 2) Providing input on recommendations that address OWH initiatives from the "Bridging the Gap: Enhancing Partnerships to Improve Minority Women's Health Conference," targeted to enhance the health of minority women in the United States.

Deadline for Nominations: **April 15, 2005**

Name of Nominee: _____ Phone Number: _____

Name of Nominator: _____ Phone Number: _____
(self nominations are acceptable)

Signature of Nominee: _____

Signature of Nominator: _____

*Signature of nominee indicates willingness to be nominated

Nominee Information:

Race: _____ Ethnicity: _____

If American Indian or Alaskan Native, state tribal affiliation: _____

Gender: _____

City/cities served: _____ State(s) served: _____

Responsibilities of Panel Members

The panel holds two in-person meetings each year (approximately late Spring/Summer and November/December). Meetings are 1 or 2 days in duration. Appropriate travel, hotel and per diem expenses for attending meetings are paid by the Office on Women's Health. The panel includes several sub-committees, which hold conference calls monthly or less frequently. Panel members are expected to participate on at least one subcommittee.

All new Panel members shall be elected by May 1 of the year they are to become members, and they will be invited to attend the summer meeting. Panel members shall serve a one, two, or three (1-3) year term, at the discretion of the executive committee, with initial staggered terms providing for members rotating off each year. Panel membership terms may be extended for a period up to but no more than one year for the completion of important activities and special projects; however, Panel membership terms may not be renewed on a consecutive basis.

Because Panel members and Subcommittee chairs voluntarily agree to serve in important roles, any member who misses three (3) or more meetings and/or three (3) or more mail assignments should be asked to remove herself from the Panel or to provide rationale for remaining on the Panel.

Panel Member Functions

- A. Give input into the development of the DHHS-OWH initiatives related to minority women's health.
- B. Exchange ideas and suggestions to better minority women's health at the annual meeting.
- C. Participate in the development of a list of members who could act as a resource on issues related to race, culture, ethnicity and health as well as teaching, research and service as these relate to multicultural health.
- D. Work with the Centers of Excellence in Women's Health (COEs) and Community Centers of Excellence in Women's Health (CCOEs) to advance cultural and diversity issues within the DHHS-OWH and the health and human services profession.

Please submit the following documents for the application process:

1. One letter of nomination and one letter of recommendation which include the following information and any pertinent information that support this nomination:
 - a. How long have you known this applicant and in what capacity? How frequent is/was your interaction with the applicant?
 - b. What are the strengths the applicant demonstrates in the area of minority women's health?
 - c. What are the applicant's leadership ability and communication skills?

We expect the nomination letter to be written by someone who knows you well and can speak to several aspects of your professional experience. The nomination letter, therefore, will be more comprehensive than the letter of recommendation. The letter of recommendation may be written by someone who is very familiar with only one aspect of your work, and may be a shorter letter.

2. As part of your application, include a 1 – 3 page(s) Personal Statement that includes the following information: (a) describe relevant experiences in the area of women's health that have led you to the submission of this nomination, (b) describe the educational experiences that have prepared you for the experiences previously described, (c) describe the ethnic/racial group(s) in which you have expertise, (d) include leadership on public policy as an area of expertise within the field of women's health (e.g., this may be a disease/condition such as heart disease, a field of health such as prevention, or an age group such as maternal health), (e) indicate the geographic area(s) that you serve, (f) describe your professional or volunteer setting (e.g., academic, community-based, government or other), and (g) show linkages between your personal characteristics, experiences and goals, and ways you may envision contributing to the MWHPE. Please integrate this information into your Personal Statement. It is not necessary to address each point separately, as long as the information is included in the essay. Also, please do not restate your CV/resume, but rather highlight the most important experiences that are relevant to this application.

3. Resume or Curriculum Vitae

For detailed information regarding the Panel and names of members please check the website at www.4woman.gov and click on **Minority Women's Health Panel of Experts**.

Please submit 12 complete application packages by April 15, 2005 to:

Elizabeth A. David, MPH
Service Fellow

Department of Health and Human Services-Office on Women's Health
200 Independence Avenue, SW, Rm. 118F

Washington, DC 20201